

NOTES FROM A MEETING OF THE FETE WG HELD ON MONDAY 11 APRIL 2022 AT 10AM AT THE COSTESSEY CENTRE, LONGWATER LANE, COSTESSEY, NR8 5AH

Present: Cllr P O'Connor, N Bailey (Deputy Clerk) & D Bowles (Buildings Manager)

1 Deputy Clerk circulated an overview of commitments and income received, including pitches sold. A number of items relating to commitments required contact details from Cllr Blundell. Deputy Clerk to send list by email to GB after the meeting, as the office required certain details / agreements etc on the following: Desert Rats, Soloist, Fireworks, 50p Cafe Agreement, Air Cadets, Security, Supplier of volunteer meals.

2 Who is buying the Dog Show Rosettes? **ACTION GB**

3 Has recent contact been made with the Robot Line Marking company? **ACTION GB**

4 LT/NB to contact all food suppliers for certification next week if not already held. SNC proforma will be sent. **ACTION NB/GB**

5 Fete WG requires draft Event Guide by end of April to consider contents **ACTION GB**

6 Stage hire: NB to chase Jezza for agreement **ACTION NB**

7 First Aid agreement had been signed and returned. NB to chase invoice **ACTION NB**

8 Suggest a few pitches be left empty for rest area. DB to allocate old plastic chairs **ACTION GB**

9 Banners, cups and bunting in hand

10 CTC Newsletter included promo and call for volunteers.

11 CTC website has fete advertising / sponshophip information. Russen and Hill main sponsor £2k. Several spaces sold for adverts in the brochure. Norton Legal donation is now a private donation as the business was closing later this month.

12 NB to purchase £300 supermarket voucher from Sainsbury's as they have a good range of most things. The best location for the entry box was inside the main hall to encourage people to look at the Costessey Memories display and use 50p café.

13 50p Café requirements – Coffee, Tea, Sugar, Sweeteers, Milk (skimmed, semi-skimmed etc) **ACTION NB**

14 List of complimentary stalls and the rationale for no charge to be finalised with these minutes ready for Full Council on 10 May **ACTION GB**

15 Kitchen Demo is on the agenda for Full Council tomorrow as large expenditure

16 Abandonment Insurance - NB has sent initial enquiry forms and will chase broker **ACTION NB**

17 **Next meeting early May date tbc - GB needs to be available**

The meeting finished at 11am